

**BUREAU OF LAND MANAGEMENT
FOREST VEGETATION INFORMATION SYSTEM
PROJECT CHANGE MANAGEMENT BOARD CHARTER**

This charter establishes the purpose, organization, and operating procedures for the BLM Forest Vegetation Information System (FORVIS) Project Change Management Board (PCMB). All references to "PCMB" or "board" in this document mean the Forest Vegetation Information System Project Change Management Board. Members of the board are identified in Attachment 1. Board membership may be changed without amending this charter. The system owner will approve board membership.

The PCMB goal is to insure that FORVIS meets user needs and that it is as accurate, efficient, and user friendly as reasonably possible. BLM configuration management policies and procedures will provide the mechanisms for change control.

1. PURPOSE: The PCMB will:

- a. Represent all FORVIS users and make decisions for the benefit of the BLM Forest Management program.
- b. Solicit suggestions from FORVIS users to improve system usefulness and functionality.
- c. Categorize suggested changes into three categories: Software Bugs, System Changes, and Enhancements.
- d. Evaluate, approve or disapprove suggested changes.
- e. Prioritize approved changes.
- f. Assign tasks to appropriate organizations or individuals.
- g. Notify system users and management about FORVIS changes.

2. MEMBERSHIP: Board membership is outlined below. Specific names are on attachment 1.

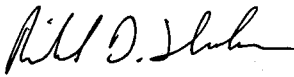

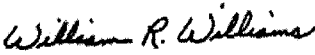
- a. Voting Board Members:
 1. System Owner's Representative (designated by the Forest and Woodland Group Manager)
 2. Chairperson (State Office Forest Management program lead, see selection process below)
 3. FORVIS User Representative
- b. Non-voting Board Members:
 1. Field Office FORVIS Users (number determined by the Chairperson)
 2. Field Manager
 3. Technical advisors, developers, and data base administrators
 4. Representatives of other systems that interface with FORVIS

3. RESPONSIBILITIES: Board members have the following responsibilities.

- a. All board members will:
 1. Solicit, initiate, and receive suggested FORVIS modifications.
 2. Review, and evaluate suggested FORVIS modifications.
 3. Prepare for meetings by studying pre-meeting material and proposed changes prior to meetings.
 4. Attend all board meetings. Alternates will attend in the absence of the primary representative.
 5. Complete assignments made by the board chairperson.
- b. Voting board members will make the final decision (approve, disapprove, or defer) regarding suggested changes.
- c. The Chairperson will:
 1. Call board meetings as needed and determine the meeting format (onsite or by teleconference).
 2. Notify board members, and others that should be involved, of meetings.
 3. Act on all submissions to the board and consider the recommendations of all members and advisors.
 4. Make assignments to accomplish the board mission.
 5. Determine whether proposed changes are within the scope of the board's authority.
 6. Ensure that proper processes and procedures are followed.
 7. Solicit nominees for and convene teleconference to select the succeeding Chairperson.
- d. The FORVIS User Representative will:

1. Be the primary point of contact for system users.
 2. Organize suggested changes in preparation for meetings.
 3. Assist the chairperson in preparing for board meetings.
 4. Work with the technical advisors in analyzing suggested changes.
 - d. The FORVIS Project Lead duties are preformed by the user representative in this PCMB structure. The project lead will:
 1. Coordinate issues with states, data administrators, national IRMAC, and national centers.
 2. Ensure that system changes are documented and released according to BLM policies and procedures.
 3. Assure that documentation are accurate, complete, and up-to-date.
 - e. The Board Secretary will be appointed by the Chairperson and will:
 1. Prepare and distribute meeting agendas, minutes, and reports.
 2. Record assignments and track accomplishments.
 3. File agendas, minutes, and reports in the appropriate record systems.
 4. Prepare materials for use by board members in preparing for meetings.
 - f. The FORVIS Technical Advisors will:
 1. Assist users in clarifying and documenting the type and extent of a suggested change.
 2. Make authorized changes and follow documented processes and procedures.
 3. Determine if problems are accurately defined and categorized and review discrepancies with the chairperson and board as necessary.
5. **BOARD MEETINGS:** Board meetings will be scheduled as often as necessary. At least one meeting will be held annually at a location determined by the board. Additional meetings may be held if needed. Additional meetings may be conducted by teleconferencing or other means if appropriate.
6. **PROCEDURES:**
- a. Members will study pre-meeting materials and be prepared to discuss, classify, and prioritize all items at the following meeting. The FORVIS PCMB will evaluate the impact (need, urgency, cost, and resources required) of additions and changes and determine the course of action to be pursued.
 - b. Suggested changes will be categorized into three classes:
 1. System Bugs: System problems that do not require system specification changes (the system is not operating according to specifications).
 2. System Changes: System problems that require system specification changes (the system is operating according to specifications but there is a problem).
 3. Enhancements: Changes that would enhance system functionality and usefulness.
 - c. Suggested Changes may be:
 1. Approved for prioritization, action, and deployment.
 2. Approved but deferred for later action.
 3. Disapproved: The suggested change will not be made to the system
 - d. Prioritize Approved Changes:
 1. Changes will be prioritized based on urgency and need.
 2. Bugs will be of highest priority, unless there is a reasonable work-around. Bug fixes may be made prior to a board meeting (depending on severity), but must be reported and ratified at the next board meeting.

SIGNATURE PAGE

_____	Date: _____	I Concur: _____	I Don't Concur: _____
System Owner Signature			
			
_____	Date: 10/16/02	I Concur: <u>X</u>	I Don't Concur: _____
Owner's Representative Signature			
			
_____	Date: 10/21/02	I Concur: <u>X</u>	I Don't Concur: _____
PCMB Chairperson Signature			
			
_____	Date: 10/15/02	I Concur: <u>X</u>	I Don't Concur: _____
FORVIS User Representative Signature			

Attachment 1: FORVIS Project Control Management Board Members. Board membership may be changed without amending the charter. Voting members are denoted by an asterisk.

<u>Position</u>	<u>Name</u>	<u>Home Office</u>
Owner's Representative*	Rick Tholen	WO-270
Board Chairperson*	Larry Kaiser	Idaho State Office
FORVIS User Representative*	Bill Williams	ST-132, NSTC
Field Manager	Nancy Anderson	Missoula Field Office
FORVIS Technical Lead	George Phillips	Rawlins Field Office
FORVIS Technical Lead	Susan Goodman	ST-134, NSTC
Micro-Storms Project Lead	Chris Cadwell	OR-933, Systems Analyst
System User	Jodi Bauman	Gunnison Field Office
System User	Keith Johnson	Salmon Field Office
System User	Lindsey Goetz	Butte Field Office
System User	McKinley-Ben Miller	Albuquerque Field Office
System User	Skip Ritter	Elko Field Office
System User	Allen Gardner	Spokane Field Office